CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4140   **TITLE**: CRIME ANALYST II   **GRADE:** S-24

DEFINITION:
Under general supervision of the Deputy Chief of Patrol Operations, coordinates the Department≥s crime analysis functions; oversees the operation of the Crime Analysis System; supervises and trains crime analysts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
A position in this class functions as supervisor over the crime analysis function and is centrally assigned to the Police Department≥s Patrol Bureau. In contrast, Crime Analyst I employees are assigned to operations units in the Police Department, such as the Criminal Investigations Bureau, the Operations Support Bureau, and the district police stations.

ILLUSTRATIVE DUTIES:
Supervises, coordinates, and directs the activities of the Department≥s crime analysts and ensures consistency of effort and direction;
Develops, coordinates, and reviews data gathering and dissemination procedures to ensure the accurate and consistent entry of data into, and maintenance, manipulation, and retrieval of information from, the Police Department≥s automated Police Records Management System (PRMS), including the Crime Analysis System (CAS) module;
Researches and identifies enhancements to the crime analysis function;
Schedules and conducts regular meetings with crime analysts to facilitate the exchange of crime analysis information and data;
Ensures consistency in the creation of data files and other output documents;
Plots areas of criminal activity Countywide using Geographic Information System (GIS);
Trains other analysts in the use of GIS;
Assists crime analysts in identifying and solving problems related to the provision of crime analysis services to departmental personnel;
Acts as Ahelp desk@ and troubleshooter for crime analysis matters;
Maintains contact with crime analysts nationwide through the Internet and other forums to identify new trends in crime analysis techniques and tools;
Serves as a liaison with Police Department managers and attends operations meetings as needed to ensure that the crime analysis effort meets the needs of the Department;
Gathers data and prepares statistical reports;
Keeps supervisor informed of activities, developments, and accomplishments in the crime analysis program;
In the absence of a Crime Analyst I, serves as back-up support for crime analysis activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of supervisory principles and techniques;
Knowledge of the theory, principles, practices, and methods of crime analysis;
Knowledge of techniques used to conduct statistical analysis;
Knowledge of criminal investigation techniques;
Knowledge of the Police Department=s reporting systems;
Working knowledge of Police Department operations and practices;
Skill in using computer applications, including Statistical Analysis System (SAS), Query
Management Facility (QMF), Geographic Interface System (GIS), word processing, and graphics;
Ability to effectively supervise and coordinate the work of others;
Ability to analyze statistical data and draw sound conclusions;
Ability to extract pertinent information from law enforcement reports;
Ability to communicate clearly and concisely, orally and in writing, with law enforcement
personnel and the public.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor=s degree in criminal
justice, public administration, business administration, or a related field involving course work in
statistical analysis; PLUS
Two years of experience performing management and/or statistical analysis, including documented
experience in conducting analyses, preferably in a criminal justice or law enforcement setting, and
summarizing findings and conclusions in both oral and written form.

CERTIFICATES AND LICENSES REQUIRED:
Not applicable.

NECESSARY SPECIAL REQUIREMENTS:
Must successfully complete a criminal history background investigation prior to employment.

                              REVISED: June 5, 2000
                              ESTABLISHED: April 27, 1998